

EX-1

To: All Inmate Population

From: Librarian/ A. Andrews *(Signature)*

Thru: Program Manager/ W. Brown *(Signature)*

Date: June 8, 2006

Re: ILAP Request Forms

Please be advised as of June 19, 2006, the processing of ILAP Request forms will be changed accordingly. ILAP delivery and pick-up will be coincided with your normal Library Schedule.

1. All requests will be screened and processed on MONDAYS ONLY. If you miss the Monday pick-up, your request will be processed the following week.
2. You will then receive notice of your request through the mail. Upon notice you may pick-up your request on YOUR LIBRARY DAY or you will be called for.
3. Only requests with **EMERGENCY DEADLINES** will be permitted at any time during the week. You must have a valid proof of a DEADLINE.
4. Only ten (10) cases/statutes can be requested per week.

Your cooperation will result in receiving your requests and responding quickly and efficiently.

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No Response

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